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MONTGOMERY COUNTY CONVENTION FACILITIES AUTHORITY  
BOARD OF DIRECTORS

Finance Committee Meeting

Thursday, October 17, 2024 | 3:00 p.m.

Via Electronic Means and In-Person, Dayton Convention Center,  
Second Floor MCCFA Conf. Room, 22 E. Fifth St., Dayton, OH 45402

Agenda

- |      |   |             |
|------|---|-------------|
| I.   | Roll Call – Call Meeting to Order                             | Action      |
| II.  | Review and Approve August 23, 2024 Minutes                    | Action      |
| III. | Review and Recommend Approval of Financials                   |             |
|      | A. ASM/DCC August 2024 Financials                             | Action      |
|      | B. CFA September 2024 Financials                              | Action      |
| IV.  | Review and Approve 2024 Budget Amendment and Year-End Reports | Action      |
| V.   | Other Business  | Information |
| VI.  | Next meeting: November 21, 2024, 3:00 p.m.                    | Information |
| VII. | Adjournment   | Action      |

For Additional Information Contact [tlemman@montgomerycountycfa.org](mailto:tlemman@montgomerycountycfa.org) | 937-535-5309



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MONTGOMERY COUNTY CONVENTION FACILITIES AUTHORITY  
BOARD OF DIRECTORS

Finance Committee Meeting Minutes

Friday, August 23, 2024 | 1:00 p.m.

Via Telephonic/Electronic Means and In-Person, MCCFA Conference Room,  
Dayton Convention Center, 22 E. Fifth St., Dayton, OH 45402

**COMMITTEE MEMBERS PRESENT:** LaShea Lofton, Committee Chairperson; Walter Reynolds

**COMMITTEE MEMBERS ABSENT:** Tom Whelley (with notice)

**STAFF PRESENT:** Pam Plageman, MCCFA Executive Director/CEO; Teri Lemman, MCCFA Executive Assistant

**STAFF ABSENT:** Sean Fraunfelter, MCCFA Fiscal Officer (with notice)

**GUEST:** Michael King, General Manager, ASM Global/Dayton Convention Center

**I. Roll Call – Call Meeting to Order**

Ms. Lofton called the meeting to order at 1:00 p.m. Ms. Plageman called the roll.

**II. Review and Approve July 18, 2024 Minutes**

Ms. Lofton asked for comments or edits to the July 18, 2024 meeting minutes. Hearing none, she called for a motion to approve them.

**MOTION:** It was moved by Mr. Reynolds, seconded by Ms. Lofton, and voted unanimously to approve the July 18, 2024 Finance Committee meeting minutes.

**III. Review and Recommend Approval of Financials**

**A. ASM/DCC June 2024 Financials**

Mr. King presented the financial highlights as follows: \$661K in event income YTD. August will be strong. However, June and July were low-volume months. Revenue is up \$17K YTD; food revenue down about \$50K YTD; ancillary income is up. Mr. King said he is expecting August and September financials will exceed budget for income and should come close to budget by year-end. The sales and marketing teams are identifying events

for November and December using incentives. Mr. King is meeting with Destination Dayton today regarding strategy for the end of this year and 2025.

**MOTION:** A motion to accept and forward the ASM June 2024 financial report for approval at the September 5, 2024 Board of Directors meeting was made by Ms. Lofton, seconded by Mr. Reynolds, and approved unanimously.

**B. CFA July 2024 Financials**

Ms. Plageman presented the prior YTD snapshot, showing a net performance this year of \$475K over the prior year. However, there is increased debt service in 2024, but she is expecting overall improvement in the coming year. City of Dayton hotel collections were received, and hotels have paid July's lodging taxes on-time. There is a lodging tax refund of \$15K for a property that duplicated a payment; the true July hotel tax collection was \$407K.

The CFA is acting as an agent for renovation of the Wright Brothers flyover sculpture. The CFA will serve as a pass-through for funds received from other organizations, such as RTA, Montgomery County, etc.

Operating reserves are approximately \$1.9M. Total interest in 2024 is just under \$1M. Total capital expenses in July were just over \$3M due to Messer payments. The new plaza fund represents \$1.5M from the county and has been placed in a separate account. The CFA contribution of \$500K is allocated on the capital expense tracker for soft costs, such as the site survey for the new hotel site, legal expenses, and hotel consultant. Mr. Fraunfelter would like to move the CFA contribution to the new account with the county contribution, and the committee members agreed. The Capital Reserve Fund is beginning to accumulate funds. In response to Ms. Lofton's question, the transfer-in rate is a percentage.

**MOTION:** A motion to accept and forward the CFA July financial reports for approval at the September 5, 2024 Board of Directors meeting was made by Mr. Reynolds, seconded by Ms. Lofton and approved unanimously.

**IV. Review and Take Action on the Cost Proposal for the ALTA/NSPS, Geotechnical & Environmental Surveys – Future Hotel Site RFP**

Ms. Plageman said Mr. Gruner and Mr. Don Brown conducted the RFP process, which included the scoring of five responders. Bowser Morner had the highest ranking. Mr. Gruner and Mr. Brown have determined the scope of work is appropriate for the project, and Bowser Morner was asked to submit a cost proposal. The cost proposal amount is \$36,810. Mr. Walters asked whether the other firms presented cost proposals for comparison, and Ms. Plageman said phase 1 was to determine qualifications and phase 2 was to request the cost proposal. Mr. Gruner will be asked to give a summary at the Board meeting regarding the process of why the lower-ranked firms were not asked to submit a cost proposal. If approved by the Board on September 5, Bowser Morner will be asked to submit a contract for review.

**MOTION:** It was moved by Mr. Reynolds, seconded by Ms. Lofton, and approved unanimously, to forward the Bowser Morner cost proposal for approval at the September 5, 2024 Board of Directors meeting.

**V. Other Business**

**A. Disadvantaged Business Enterprise Report**

Ms. Plageman said the YTD report is 23.08% for small business/women/minority-owned businesses. Mr. King said ASM is inviting small businesses to the DCC to learn how they can do business with the DCC. Ms. Plageman and Ms. Lofton suggested that Mr. King also connect with the Chamber of Commerce Minority Business Assistance Center and the city's Human Relations Council regarding programs that are already in place and to possibly participate in joint events.

**B. Wifi Capacity and Technology Security Assessment Update**

Mr. King said HarborLink Technologies assessed the DCC's network infrastructure. It installed an additional switch, reconfigured existing switches, and increased bandwidth. There were zero outages during WDI/LCID, attended by more than 1,700 guests.

Performance success rates:

- Time to connect – 99%
- Successful connects – 99%
- Coverage – 81%
- Roaming – 95%
- Throughput – 100%
- Capacity – 89%

Additional wifi access points are needed for a few dark spot locations, and additional wall ports for increased internet access are needed which will be completed by the end of the year. Mr. King said the infrastructure can be ramped up to meet additional demand, and HarborLink will provide a final assessment at the end of the year.

**C. Security Camera Operating System**

Mr. King and Mr. Ryan Thorpe received three quotes for a new interior-exterior camera security system. The current system has 27 cameras, and approximately 70% of them are inoperable. HarborLink Technologies was the lowest cost, and it uses American-made/American-assembled equipment, which is preferred by Wright Patterson Air Force Base. The quote, for a 54-camera system, is \$142K, which also includes an amount to upgrade the wifi system. Without the wifi upgrade, the quote is \$127K, with a three-year service agreement and a five-year warranty on the equipment. Mr. King recommends that the Board review the proposal at its September 5 meeting and move forward with a contract with HarborLink. Ms. Plageman said \$300K in interest income has been reserved for the project. The committee expressed its favor for the upgrade.

**VI. Next Meeting**

The next meeting of the Finance Committee is September 19, 2024, 3:00 – 4:00 p.m.

**VII. Adjournment**

The meeting was adjourned at 1:36 p.m.

**CERTIFICATE**

The undersigned Chair of the Finance and Budget Committee of the Montgomery County Convention Facilities Authority hereby certifies that the foregoing is a true copy of the minutes of the August 23, 2024 meeting of the Finance Committee of said Convention Facilities Authority, as approved by the Finance Committee on October 17, 2024.

*C. LaShea Lofton*

*with  
NOTED  
CORRECTION*

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LaShea Lofton, Chairperson  
Finance and Budget Committee  
Montgomery County Convention Facilities Authority

V. **Other Business**

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*Assistance and the City's Human Relations Council*

B. **Wifi Capacity and Technology Security Assessment Update**

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VII. **Adjournment**

**MOTION:** It was moved by Ms. Lofton, seconded by Mr. Reynolds, and unanimously approved to adjourn the meeting.